



CITY OF ATLANTA

Job Announcement

ADMINISTRATIVE ASSISTANT

STARTING SALARY: \$29,231

SALARY GRADE: 11

Applications Accepted From: February 6, 2006 until February 10, 2006

Minimum Job Requirements

Persons applying must have an Associate's degree in Secretarial Science, Business or Public Administration and two years of secretarial or general administrative experience; or an equivalent combination of education, training and experience which provides the requisite knowledge, skill and abilities for this position.

Duties of the Job:

This employee performs administrative functions and provides general support for assigned area. Prepares and maintains departmental files; ensures that files are kept current and readily accessible; processes/posts and maintains logs and reports that must be signed or initiated; maintains confidentiality of reports, documents and correspondence of the assigned department and City Hall. Directs and evaluates assigned staff; assigns work and provides assistance/guidance/training; prepares and/or generates routine correspondence, letters memoranda, forms, reports and other documents; prepares and/or generates specialized reports, e.g., statistical reports, financial reports, consolidated reports, etc.; receives employee timesheets; prepares payroll information and maintains records; performs other duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday
Resumes not accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303
Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING & EXPERIENCE.